



Village Hall

5127 Oakton Street
Skokie, Illinois 60077

Phone: (847) 873 - 0500
Fax: (847) 873 - 0525

www.skokie.org
SkokieVision Municipal Cable
1660 AM Skokie

Village of Skokie

Applying for Permits requiring a review:

- 1) Please go to www.skokiepermits.com on your web browser
- 2) You will be brought to a screen to create an account with the online portal
- 3) After creating the account, you will receive an email to verify your account, please click to verify and then you can begin.
- 4) After you log-in again, you will click on "Apply for Building Permit" on left side of screen and then you will search for address, click on address found and click Next in the bottom right
- 5) For Permits such as

Deck	Detached Garage	Fence
Gazebo/Pergola	Shed	Sidewalk/Patio/Stoop
Swimming Pool	Demo Permits	Drain Tile
Residential Solar Panels	Generator	Driveway
Grading	Fire Alarm/Sprinklers/ Suppression	Commercial Additions
Commercial Alteration	Antennas	Porch/Carport
Tent	Lawn Sprinkler	Res Addition
Res. Kitchen/Bath/Basement	Res Interior/Exterior Alteration	Res New Detached Residence
Signs	Commercial New Building	

- 6) You will then select a permit type from the drop-down list (these are listed above)
- 7) You must fill in all areas that have a "Red Star", when done click next on bottom right of screen
- 8) On the next page you will fill out the Applicants information. This will be used to contact you
- 9) On the next page you it will say "Estimated Fee" but this will remain blank until permits are issued.
- 10) On the next page you will upload all information as listed in the box by clicking on "Attach Document" If you have more documents to upload, please choose "Add Additional Document".
 - *PDF files only and construction plans/pages to all be in one file*
 - *All drawings 11x17 and larger must be electronic*
- 11) After all documents uploaded, you can click next, review screen for errors and click "Submit" on bottom right of screen
- 12) You will receive an email that you have successfully submitted
- 13) You may go back online and login to check status, but please do not make any payments or attach any further documents until asked to do so.
- 14) You will receive an email to pay and print out your permit/construction documents when all reviews have been approved



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Applying for Express Permits Online:

- 1) Please go to www.skokiepermits.com on your web browser
- 2) On the left side of the page you will see links to choose different options
- 3) For Permits such as

AC/Furnace Combination	Electrical Service (200 Amps)	Sewer - Private Property
Amplifier	Raffle	Dumpster
Electrical Service (100 Amps)	Furnace	Water Heater

- 4) Homeowners or Registered Contractors can choose "Apply for Over the Counter"
- 5) For all others, look on other side of this page
- 6) For Over the Counter Permits, first you will search for address, click on address found and click Next in the bottom right
- 7) You will then select a permit type from the drop-down list (these are listed above)
- 8) You must fill in all areas that have a "Red Star"
- 9) On the next page you will fill out the Applicants information. This will be used to contact you
- 10) On the next page you will choose item and quantity which will give you an Estimated Fee
- 11) On the next page you will upload all information as listed in the box by clicking on "Attach Document" If you have more documents to upload, please choose "Add Additional Document"
PDF files only
- 12) After all documents uploaded, you can click next, review screen for errors and click "Submit" on bottom right of screen
- 13) You will receive an email that you have successfully submitted but you must wait for an email to pay and print out your permit prior to work being done.